

12 December 1958

MEMORANDUM FOR THE RECORD

Subject: Reproduction Equipment and Supplies Used in Headquarters

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1. Office of the Chief Building Supply Officer, reported today that his records show the following inventory of machines in headquarters:

| | | |
|-------------------------------------|-----|---|
| Spirit Duplicators (Ditto) | 72 | |
| Memeograph | 4 | |
| Thermofax | 147 | ✓ |
| Verifax | 12 | |
| Apeco | 9 | |
| Offset (Addressograph - Multigraph) | 19 | |
| Ozalid | 4 | |

2. Stock Management in Supply Division also reported that during FY 58 Thermofax paper was issued in the following quantities:

| Nomenclature | Stock No. | Size | No. of Boxes |
|-----------------------|---------------|-----------|--------------|
| Substance 15; buff; | 7530-663-3716 | 8" x 10½" | 4,181 |
| S/E 3M Co., type CA-2 | 7530-664-0339 | 8½" x 11" | 1,641 |
| | 7530-598-7711 | 8½" x 14" | 1,694 |
| Substance 29; SE/3M | 7530-H05-6511 | 8½" x 11" | 20 |
| Co., back-up type | 7530-H05-6652 | 8½" x 14" | 12 |
| | | Total - | 7,548* |

* 500 sheets per box = 3,774,000 sheets.
 at \$.05 per sheet these cost ~~\$188,700~~
about .04 *\$150,960*



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